4500 Time Terminal - Employees

1 Insert the badge in the badge reader slot so that the bar code or magnetic stripe is facing the badge reader.

2 Swipe the badge through the reader from top to bottom.

3 If the punch is successful, the top status light flashes green and you hear a single beep.

If the punch is rejected, the middle status light flashes orange and you hear three quick beeps. Look for an error message on the terminal display.

Indicator Lights

Soft Keys

Navigation Keys

BADGE

3:14 PM   Wed Jan-11-2012

Punch	View Timecard
View Schedule	Inbox
View Accruals	Approve Timecard
Time Off Requests	Manager

How to Use Soft Keys

1 Press the soft key (blue button) that you want to use. Based on the soft key selected, you may be prompted to enter or accept information.

2 To enter information, use the keypad. To accept information, press Enter. To enter your badge, swipe it through the badge reader.